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## AGING SERVICES ASSESSOR

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**POST DATE:** May 18, 2017  
**LOCATION:** CMCOG, 236 Stoneridge Drive, Columbia SC  
**JOB TYPE:** Regular, Full-Time  
**DEPARTMENT:** Area Agency on Aging  
**CLOSING DATE:** Open Until Filled

**POSITION DESCRIPTION:**

Reporting to the Director of the Area Agency on Aging, this individual will perform in-home AIM assessments for seniors referred for aging services, make referrals for eligible services, and provide necessary documentation for home delivered meals, frozen meals, general transportation, and medical transportation programs through the Central Midlands Area Agency on Aging.

**REPRESENTATIVE DUTIES:**

1. Direct fellow screeners and individually assist clients by completing assessment, assessing needs, determining eligibility, researching available options, and directing consumers to appropriate aging or disability services.
2. Gather instructive information and provide to IR&A Manager for referral as the basis for the initial assessment.
3. Screen client for eligibility of various programs and services.
4. Orchestrate assessment plan and operations strategy for all screeners.
5. Coordinate services received from multiple providers.
6. Make referrals for services indicated on the Plan of Service.
7. Provide information necessary to enable client to be placed in AIM, SC ACCESS and SHIPtalk.
8. Prioritize and recommend clients for services.
9. Assist in conducting presentations concerning benefits/entitlements.
10. Document actions and provide follow-up activities as needed.
11. Provide appropriate feedback to supervising staff through reports.
12. Attend mandatory meetings to share activity experiences, outreach techniques and to maintain updated resources materials/information.
13. Assist in the identification of gaps in services and actions needed to address the gaps identified.
14. Direct involvement in activities associated with the Medicare Rx, Medicare Fraud, and I-CARE programs.
15. Assist clients by completing in-take application, assessing needs, determining eligibility, researching available options, and directing consumers to appropriate aging or disability services.
16. Real time, same day or next day data entry for services screening/intake/assessment, contacts information, information dissemination, etc.
17. Must be able to provide screening for and referrals about LIS, Insurance Counseling, MSP and SMP.
18. Perform other duties as assigned by the Aging Services Director.

**DESIRED MINIMUM QUALIFICATIONS:**

- Bachelor's degree with a minimum of two years of experience in a related field that may include social work, public health, nursing or a related field; OR equivalent combinations of training and experience with demonstrated competence to fulfill duties assigned to this position.
- Must become SHIP and AIRS certified within one year of hire.

**PREFERRED QUALIFICATIONS:** The successful candidate will possess the following:

1. Knowledge of local and state laws relating to senior legislation.
2. Demonstrated ability to manage complex analytical tasks.
3. Proficiency in Microsoft Office software programs.
4. Strong oral and written skills necessary to effectively communicate and match the needs of consumers with the appropriate services.
5. Ability to be flexible and respond quickly and effectively to changing work assignments.
6. Must possess good interviewing skills.
7. Skill and ability to effectively communicate orally and in writing;
8. Ability to interpret program regulations and procedures;
9. Ability to prepare reports and keep required records;
10. Ability to maintain cordial and productive working relationships with people of varied social, cultural, and educational background;
11. Ability to work without direct supervision, to exercise discretion and independent judgment;
12. Skill and ability to interact with employees, associates, government officials and the general public in an effective and professional manner. Ability to deliver superior customer service. Ability to establish harmonious and effective working relationships. Discreet and diplomatic.

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**Interested and qualified candidates should submit an application.** To download application, go to [www.cmcog.org](http://www.cmcog.org), click on "News and Events" then "Employment". Applicants should send application to: Recruitment Coordinator, Central Midlands Council of Governments, 236 Stoneridge Drive, Columbia, SC 29210, (fax) 803-929-2609 or (email) [fanderson@cmcog.org](mailto:fanderson@cmcog.org). A resume and cover letter must be included with the CMCOG employment application. **NO PHONE CALLS PLEASE.**

Offers are contingent on the verification of credentials and other information required by the application process which may include the completion of a criminal history and background.

*CMCOG is an Equal Opportunity Employer*